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Urinalysis Program Coordinator (UPC) Handbook

Commander, Navy Personnel Command
PERS-60
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INTRODUCTION

The purpose of this handbook is to provide Urinalysis Program Coordinators (UPCs) detailed guidance that reinforces policy outlined in [OPNAVINST 5350.4C](#), Navy's Alcohol and Drug Abuse Prevention and Control Instruction. The information in this handbook is designed to assist commands in implementing a successful urinalysis program. It is **not** intended to replace or revise the official urinalysis guidance provided in [OPNAVINST 5350.4C](#).

In 1980, the Department of Defense (DoD) conducted a survey in which **34 percent** of Navy members surveyed admitted using drugs in the past 30 days. It was obvious, there was a problem. The Chief of Naval Operations (CNO) responded with his **zero tolerance** approach: "[Not on my watch...not on my ship...not in my Navy!](#)"

In 1981, Navy's expanded forensic urinalysis program was established as the most cost-effective and scientifically supportable means of detecting drug abuse. Its visibility and the knowledge of its widespread use to detect drug abuse were also a great deterrent. By 1995, a DoD survey, similar to the 5 previous DOD surveys conducted in 1980, 1982, 1985, 1988 and 1992, showed a major decline in self-reported drug abuse--only **3.6 percent** of Navy personnel admitted using drugs in the past 30 days. 1998 DoD survey results reflect an even further decline to **1.8 percent**. In 1998, DoD singled out Navy as "the only service with a significant decline in drug abuse since 1995."

Today, Navy's Drug Screening Laboratories (NDSLs) are located in San Diego, CA, Jacksonville, FL, and Great Lakes, IL. NDSLs have the capacity to test over two million samples annually and for a variety of drugs. The NDSLs are monitored through [quality control](#) samples provided by the Armed Forces Institute of Pathology (AFIP) and by semi-annual [inspections conducted](#) by the Chief, Bureau of Medicine and Surgery (BUMED) and annually by DoD and CNO. Time after time NDSL's results have proven to be forensically accurate and legally defensible.

The weakest link in the urinalysis program has traditionally been collection. This handbook will focus on procedures to improve collection, handling, and packaging procedures to ensure the integrity of each Navy command's drug testing program.

Have you attended Navy's Urinalysis Program Coordinator (UPC) training?

This is a one-day course designed to teach the technically correct methods for managing a command's urinalysis program.



For training dates and class quotas log on PERS-6 website:
<http://navdweb.spawar.navy.mil> and click on the Education/
Training icon.

URINALYSIS PROGRAM COORDINATOR (UPC) ROLE AND RESPONSIBILITIES

THE ROLE OF THE UPC

The UPC manages the command's urinalysis program and is an advisor to the Commanding Officer on all matters relating to urinalysis, including Navy policy and related procedures, collection, and transportation of urinalysis samples. **OPNAVINST 5350.4C** requires UPCs be designated in writing by the commanding officer.

UPC RESPONSIBILITIES

- administer the command urinalysis program
- maintain all urinalysis files
- ensure observers and assistant UPCs are properly trained
- maintain and update directives and instructions pertaining to urinalysis
- ensure command compliance with Navy requirements
- provide CO/XO with answers to questions they may have.

INSTRUCTIONS AND DIRECTIVES

UPC's should be familiar with the following instructions/directives. See Appendix A for how to obtain copies of all pertinent instructions and directives.

OPNAV Instruction 5350.4C: "Drug and Alcohol Abuse Prevention and Control" This instruction establishes requirements for Navy commands concerning alcohol and drug abuse. Its purpose is to provide comprehensive alcohol and other drug abuse policy guidance for a unified Navy Alcohol and Drug Abuse Prevention Program.

- the current edition is 5350.4C dtd 29 June 99 with Change 1 dtd 19 April 2000
- Enclosure (2) of the OPNAV 5350.4C is "Urinalysis Policy and Related Procedures" - *every UPC should have a good working knowledge of enclosure 2.*

SECNAV Instruction 5300.28C: "Military Alcohol and Drug Abuse Prevention and Control " This instruction requires both the Navy and Marine Corps to comply with DoD requirements concerning alcohol and drug abuse. Its purpose is to provide policies and procedures for the prevention and control of alcohol and drug abuse within the Department of the Navy.

DoD Directive 1010.1: "Military Personnel Drug Abuse Testing Program"

This directive establishes requirements for all branches of the military to conduct urinalysis. Its purpose is to provide policy and assign responsibilities on drug abuse urinalysis programs for military personnel.

DoD Instruction 1010.16: "Technical Procedures for the Military Personnel Drug Abuse Testing Program" This instruction establishes the technical procedures for the DoD Urinalysis Program. Its purpose is to provide technical requirements and related procedures for the Military's Drug Abuse Testing Program.

VOCABULARY AND ACRONYMS

UPCs should become familiar with the following terms, definitions and acronyms:

Alcohol and Drug Control Officer (ADCO)

- Navy Alcohol and Drug Abuse Prevention Program advocates. An ADCO is usually a collateral duty billet in 2nd and 3rd echelon commands. ADCO's oversee all aspects of Navy's drug and alcohol prevention programs in their claimancy.

Armed Forces Institute of Pathology (AFIP)

- A DoD lab used to do research for DoD and is responsible for the Quality Control Program for all DoD Drug Screening Labs -- two kind of samples sent to each lab: 1) open samples sent directly from AFIP to each lab and labs must confirm as positive or negative; 2) blind samples are sent to certain commands and those commands include the AFIP samples with their command samples sent to NDSLs.

Chain of Custody

- The UPC is required to maintain positive control of all urinalysis specimens. The chain of custody begins the moment a service-member takes possession of the urine sample bottle. Chain of custody ends for the UPC when he/she places the urinalysis samples in the mail or delivers them to the NDSL.

Direct Observation

- Every sample must be given under direct observation by a member of the same gender as the person giving the sample. **The observer must never lose sight of the bottle, never take possession of the bottle, and must watch the urine leave the body and enter the bottle.**

Drug Information Presentation Manager (DIPM)

- DIPM is the database maintained by PERS-60 used to provide in-depth drug abuse trend analysis and threat assessment.

Navy Alcohol and Drug Abuse Prevention (NADAP) Program

- NADAP promotes Fleet readiness by providing Sailors and family members accurate information on health hazards and legal consequences of substance abuse.

Navy Drug Screening Laboratory (NDSL)

- The Navy has three Navy Drug Screening Labs: NDSL Jacksonville, NDSL San Diego, and NDSL Great Lakes. See page 29 of this handbook for NDSL addresses and POC information.

Navy Drug Screening Program (NDSP)

- User friendly, PC based software program that provides commanding officers the capability to significantly deter drug abuse by completely randomizing urinalysis procedures. The latest version of NDSP is available for immediate download from the PERS-6 website: <http://navdweb.spawar.navy.mil>

Specimen Custody Document (DD 2624)

- DD 2624 is the only specimen custody document authorized for

WHEN AND HOW MANY TO TEST

The Navy's urinalysis policy requires each command to test a minimum of **10 percent** of all personnel assigned every month. Commands may test up to **40 percent** each month at the CO's discretion. In addition, each command is required to conduct **one (1) annual unit sweep** of all personnel assigned. Commands may submit as many as five (5) unit sweeps per year at the CO's discretion.

Some commands test their entire monthly quota at one time. This can lead to collections from 100 - 200 personnel or more. **A better use of quotas is to test smaller numbers more frequently.** For example, instead of conducting one test of 100 personnel each month, test 25 personnel randomly each week for the same total of 100 people. Not only does this make the process shorter and simpler, but it also acts as a greater deterrent to drug abuse.

It is recommended commands establish a "testing window" which identifies specific hours of collection, requiring personnel participating in a urinalysis collection to report to a designated collection area during the "testing window."

When to test can also be a creative decision. It is best to test in the morning when there is less chance that the urine has been diluted by drinking large amounts of fluid. However, in some cases, a command might decide to test a weekend duty section as they leave their watch. Again, the point is to keep the testing schedule as unpredictable as possible by keeping test days unpredictable.

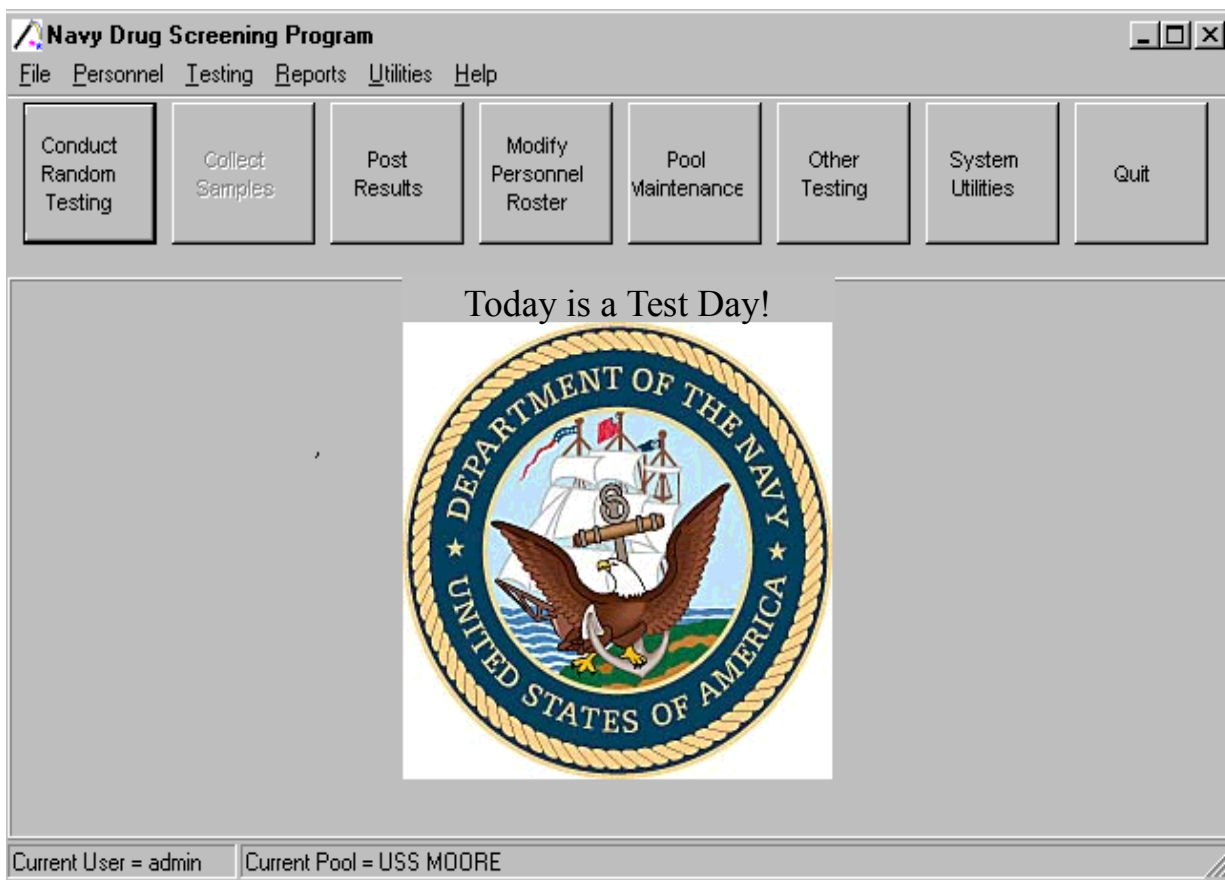
The test time and date should **not** be announced until **immediately before the collection**. This will help prevent cheating/gaming, and will ensure drug abusers are not warned in advance so that they can attempt to beat the test.

Navy Drug Screening Program (NDSP)

The Navy has successfully operated a urinalysis program for the past 20 years. During the past six years, Navy Drug Screening Program (NDSP) has been an integral part in the success of Navy's Urinalysis Program. DoD requires all urinalysis samples submitted to any military drug lab have a bar-coded Specimen Custody Document (DD 2624). NDSP Version 5.0 meets that requirement.

Research has shown that random urinalysis as practiced by commands not using NDSP is subject to "gaming" by drug users. That is, patterns have been observed in the way urinalyses are conducted. Such patterns include testing only on certain days of the week, at certain times of the month, and a fixed number of times each month. These patterns present drug abusers with the opportunity to avoid detection by exploiting these patterns.

NDSP virtually eliminates "gaming" a command's drug testing program.



NDSP 5.0 is a stand-alone PC-based software program that operates under any Windows platform. NDSP provides commands the capability to significantly deter drug abuse by completely randomizing urinalysis procedures. Minimum PC configuration is 486 with 8 MB RAM.

NDSP was developed and successfully piloted in 1995. The Department of Defense (DoD) has mandated all military commands submit urinalysis with bar-coded specimen custody documents (DD 2624). NDSP version 5.0 incorporates the bar code feature and many additional features, including:

- Print and bar-code forms
- Identify no-shows for testing
- Using the Personal Tracking System (PTS) to test random no-shows at a later date
- Create and print various "Executive Officer" monthly reports for monitoring the command's urinalysis program
- Test for any premise
- Identify test results by SSN

To assure proper utilization of NDSP, a fully mobilized utilization network has been established to provide immediate response resources to all NDSP users.

NDSP is available for download from PERS-6 website by logging on [HTTP://NAVDWEB.SPAWAR.NAVY.MIL](http://NAVDWEB.SPAWAR.NAVY.MIL) and clicking on the Drug Screening icon.

For further information on NDSP or to obtain a copy on CD-ROM and the User's Guide, contact the NDSP Help Desk at
DSN: 882-4204 or commercial (901) 874-4204.
Inquiries can also be sent to the NDSP Help Desk e-mail:
NDSP@PERSNET.NAVY.MIL

DIRECT OBSERVATION PROCEDURES

Direct observation is an integral part of Navy's Urinalysis program that ensures its success. Direct observation is the best way to deter and detect cheating attempts by drug abusers.

Observers should be senior personnel, **E-6 or above**, wherever possible. Using senior personnel adds credibility and demonstrates leadership support for the command's urinalysis program. Also, observers may be required to testify at an administrative board or at a court-martial. This is often too much of a responsibility to place on junior enlisted members. It is strongly recommended that personnel are briefed each time they serve as an observer and a copy of brief sheet signed by observer and UPC is filed with collection paperwork. **See Appendix 'B' for example of Observer Briefing Sheet.**

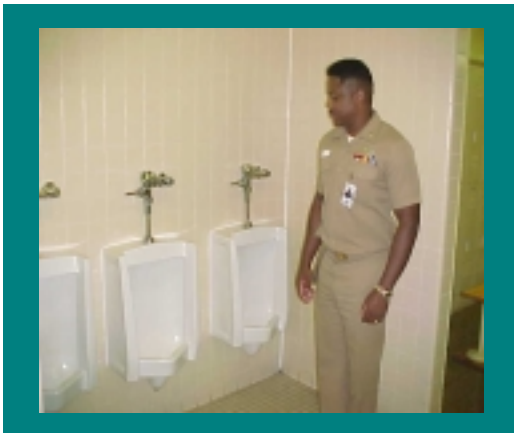
Direct observation begins when the individual providing a urine sample takes possession of the specimen bottle and ends when the member turns over the sample to the UPC. The observer must be able to see the bottle from the time the individual takes it from the UPC until the time he/she hands the completed sample to the UPC.

It is recommended the **UPC, in the presence of the member providing a sample, instruct the observer:**

- 1) " **Never lose sight of the bottle!**"
- 2) " **Never take possession of the bottle!**"
- 3) " **Always witness the urine leaving the body and entering the bottle!**"

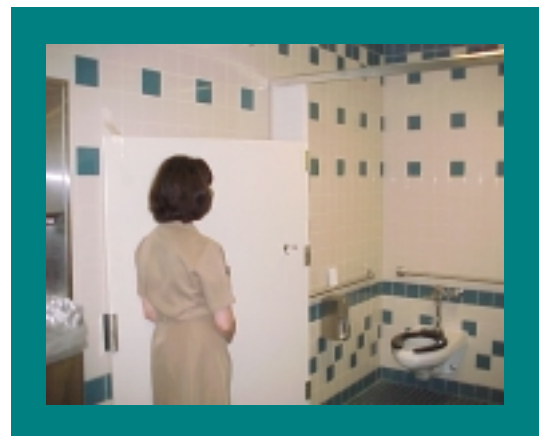
The observer shall escort the member from the UPC's table to the head, remain with the member until the sample is provided and then escort the member back to the UPC's table.

At no time will the observer ever take possession of the bottle or lose sight of the bottle!



Male observers should ensure that male members use only the urinal. The observer must stand in a position to clearly view the urine leave the body and actually entering the sample bottle. For males, a **90 degree angle** is recommended.

Female observers should ensure that the stall door is kept open for female members. **Direct view** observation is recommended. If wide-mouth containers are used for females, the observer shall also view the individual pouring the sample from the wide-mouth container into the urine specimen bottle.



The individual must provide at least **30 milliliters** (just over quarter of a bottle) of urine and then cap the bottle. The observer shall then accompany the member back to the UPC's table and sign the ledger verifying that he/she observed the individual providing the sample. In the presence of each member providing a sample the **UPC shall ask the observer :**

- 1) " Did you ever lose sight of the bottle?"
- 2) " Did you ever take possession of the bottle?"
- 3) " Did you witness the urine leaving the body and entering the bottle?"

See Appendix B for example of Observer Brief Sheet

PREVENTING ADULTERATION, DILUTION, AND SUBSTITUTION

Drug abusers have a variety of methods for cheating on urinalysis. Most of these can be prevented or detected by direct observation, unannounced test times/dates, and senior personnel as coordinators and observers.

Strict adherence to direct observation policy during urinalysis prevents most countermeasures such as adulteration, dilution, and substitution.

ADULTERATION involves spiking a sample with a foreign substance. There are various commercial products available in powder, liquid, and pill form that drug abusers will attempt to use to mask drug abuse. They range from special order products to common household products such as bleach.

DILUTION involves two basic methods.

- Saturating one's body with fluids and voiding several times prior to providing urine sample. The best way to avoid this is to require personnel to remain in an enclosed area until able to provide a sample.
- Adding water after sample has been provided.

SUBSTITUTION involves any attempt by an individual to switch bottles.

NDSLs will notify commands when a sample is suspected to have been adulterated.

COLLECTION PROCEDURES

Proper urinalysis collection is the key to a successful urinalysis program. Poor collection procedures, such as samples provided **without direct observation** or **a break in the chain of custody** of the samples, can result in adulterated samples, dismissal at NJP or courts martial proceedings. This will undermine the deterrence aspect of our detection program.

Every urinalysis collection must be conducted **"by the book."** The Navy's **"book"** for urinalysis collection procedures is **OPNAVINST 5350.4C**. Specific collection procedures are clearly outlined in enclosure (2) of the instruction.

PREPARATION FOR SAMPLE COLLECTION

Many of the preparations for collection of urine samples can be completed prior to beginning urinalysis collection. Good preparations made prior to actual collection can greatly reduce the chance of administrative error and enhance the collection process. The following suggestions can help ensure a technically correct collection process:

Arrange collection area:

- Plan the setup of your collection area prior to announcing the urinalysis.
- Area should be uncluttered and unobstructed.
- It is a good idea to have sufficient space to serve as a controlled area for people waiting their turn or for those having problems providing a specimen.
- Keep unnecessary personnel in the area to a minimum.

Secure and inspect heads to be used:

- heads to be used should be inspected prior to collection to ensure integrity of the collection process.
- When inspecting the heads ensure there is nothing around that an individual could hide anything.
- Ensure all garbage cans are away from stalls, urinals, and sinks.
- Once inspected secure heads to all personnel except those required to provide a sample.



Ensure sufficient supplies on-hand:

- always have extra supplies such as bottles, tape, packaging material, ink pens, on hand. Its better to have to put extra supplies away than it is to halt, postpone and possibly compromise the collection process.
- ensure the table used is large enough and chairs are available for you and the observers. There should be sufficient room for all necessary administrative work to be completed, including packaging.

Complete as many documents as possible prior to collection:

- Complete as much paperwork as possible prior to collection;
- NDSP has the capacity to preprint all documents required for collection.

Observers should be briefed prior to beginning collection:

- on responsibilities and the importance of direct observation;
- See Appendix 'B' for Observer Brief Sheet example.

KEY STEPS FOR URINALYSIS COLLECTION

Appendix 'C' provides a simple checklist for the collection process. This checklist, along with [OPNAVINST 5350.4C](#), provides all of the information needed to conduct a technically correct urinalysis collection. There are several key steps in the collection process that, if carefully followed, will help guarantee success.



The first step is **direct observation**. This is the primary method the military uses to deter efforts to beat the test. Every sample must be given under direct observation by a member of the same gender as person providing sample. The observer never loses sight of bottle, never takes possession of bottle and watches urine leave body and enter bottle.



The second key step is the **individual's verification** of the information on the bottle label (Appendix 'D'). The member must initial the label to verify his/her information. The UPC should then initial the label to verify the sample was provided by the individual designated on the label.



The third key step is the **UPC's inspection** of the sample. This is accomplished by **inspecting the color** of the sample, **feeling the bottle for warmth**, and **looking for debris in the sample**. An adulterated or substituted sample may appear clear or pale, may be a different color from urine, or may feel cool to the touch.



The fourth key step is having the **individual sign the ledger** to verify that the sample given is his/hers and having the **observer print his/her name and sign the ledger** to verify that he/she saw the sample being provided. See Appendix 'E' for Urinalysis Ledger example.



The fifth key step is the use of **tamper-resistant tape**. The tape currently authorized is available from the [Time Medical Labeling System](#). Information on ordering tamper-resistant tape is included on page 32 of this handbook.

The tape may be placed on the specimen bottle by either the UPC **or** the individual after both have initialed the bottle label.



The tape should be applied so that it overlaps the bottle label, extends over the top of the bottle and down the other side. Ensure tape does not cover the bar code on bottle label.

✓ **The final key step** is to **ensure** that only the **individual** and the **UPC** have custody of the sample during the collection. **THE OBSERVER SHOULD NOT TAKE POSSESSION OF THE SAMPLE AT ANY TIME.**

CONTROL OF SAMPLES

The UPC shall maintain control of the urine specimens at all times. One-person control ensures integrity of collection process. If, however, the UPC must turn custody of the samples over to another individual, the person should be trustworthy and reliable, and the change of custody **must** be documented in block 12 provided on the back of the DD 2624 Specimen Custody Document (**see page 2 of Appendix 'F' for example of transfer of custody entry**). The UPC shall maintain positive control of all urinalysis samples until they are shipped or hand-carried to the appropriate NDSL.

See Appendix 'C' for UPC collection checklist.

SPECIMEN CUSTODY DOCUMENT (DD 2624)

The **Specimen Custody Document (DD 2624)** is the only document authorized for use in collection of urinalysis. It is a single sheet two-sided document. (See Appendix 'F' for example of completed DD 2624)

BLOCK 1. SUBMITTING UNIT MESSAGE ADDRESS AND DSN NUMBER

- Use **message short title** of unit submitting urine samples (See USN PLAD 1 for correct message short titles).

Enter Command DSN or commercial phone number.

BLOCK 2. SECOND ECHELON COMMANDER MESSAGE ADDRESS

- Use **message short titles** of administrative chain of command (See USN PLAD 1 for correct message short titles) requiring laboratory results.

BLOCK 3. BASE/AREA CODE

- Leave blank.

BLOCK 4. Unit Identification Code (UIC)

- Enter 5-digit code

BLOCK 5. LOCALLY ASSIGNED BATCH NUMBER

- Use a locally devised **four character** batch number.

Each batch of 12 samples, or portion thereof, shall be assigned a separate batch number.

BLOCK 6. DATE SPECIMEN COLLECTED

- Enter the four-digit year, two-digit month, and two-digit day samples were collected.

BLOCK 7. SPECIMEN NUMBER

- Use the number pre-printed on the form to itemize bottle.
Do not change the numbers.

BLOCK 8. SSN OF PERSON PROVIDING SAMPLE

- SSN must be legible and match the SSN on the bottle label and ledger.

BLOCK 9. TESTING PREMISE (See Appendix 'G' for premise code definitions and authorized use)

- The following testing premise codes are the ONLY codes authorized:

Inspections

IR Random Sample

IU Unit Sweep (includes sub-unit sweep)

Medical Examination

MO Medical Examination

Search or Seizure

VO Consent Testing

PO Probable Cause

Fitness for Duty

CO Command Directed

AO Mishap Investigation

RO Rehabilitation

Other

OO Other Authorized Testing (specify)

NO New Entrant

BLOCK 10. TEST INFORMATION

- Leave blank.

BLOCK 11. PRESCREEN

- Leave blank.

No entries are to be made beyond block 11 on the front side of the DD 2624.

COMMON ERRORS ON DD 2624

1. Incorrect or incomplete **command short title**.
2. **UIC** omitted or incorrect.
3. Incorrect or omitted **second echelon commander short title**.
4. Sample **collection date** omitted.
5. Incorrect or omitted **testing premise indicator**.
6. **Forwarding only one copy** of the DD 2624 instead of a copy in the box and the original attached to the outside of the box.

To make any change or correction on the DD 2624 the UPC should draw a single **BOLD** line through the barcode for the incorrect information and initial and date the change (see Appendix 'F' for example of a forensic correction).

PACKAGING AND TRANSPORTATION

Be meticulous in the packaging process to ensure compliance with the U.S. Postal Regulations and to ensure all documents are complete and included in the package. Reviewing the [OPNAVINST 5350.4C](#) and the UPC Checklist to ensure nothing has been omitted and everything has been done correctly can save some embarrassment later on. Miss anything and the potential for compromising the integrity of the collection process exists. Any compromise of the integrity can result in invalidating the results. All documentation must hold up in a Court of Law and/or NJP.

Once the collection is complete and the packaging finished the UPC should complete the DD 2624 double checking all information. **Ensure the information on bottle label and DD 2624 match exactly (i.e. batch #, SSN, and specimen #).** Then complete block 12 on the back of DD 2624. When this is done make 2 copies of the DD 2624, one copy for the inside mailer and one copy for the UPC's file. The original will be affixed to the shipping container.



US Postal Regulations require specimen bottles be packed using two (2) waterproof sealers, an interior and an exterior.

The interior waterproof sealer can be one of two types available. Either use a single specimen bag for each bottle or the larger 12 specimen bag. **The larger 12 specimen bag is recommended for batches of 2 or more bottles.**

USE OF PLASTIC TRASH BAG AS INTERIOR WATERTIGHT SEALER IS AUTHORIZED.

Ensure bottle lids are on tight. Place filled bottles among separators and use filler as needed for empty spaces.

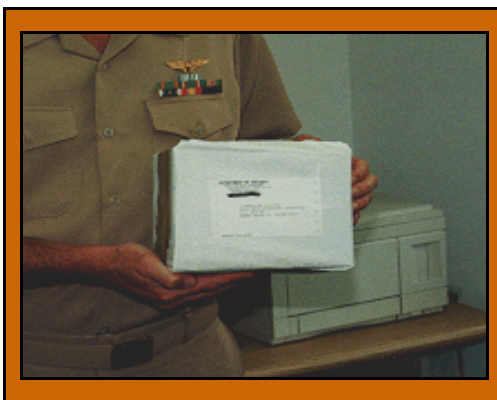
DO NOT USE EMPTY BOTTLES, SHREDDER MACHINE PAPER, OR VERMICULITE AS FILLER



Absorbent material must be enclosed inside the shipping container to absorb any leakage and comply with postal regulations. Once this is done tie off the plastic bag and place sufficient filler or packing material on top of plastic bag to prevent contents from shifting.

Each single specimen bag must contain one single bottle absorbent pad. When using the 12 bottle specimen bag you must use one (1) large absorbent pad for every six (6) bottles or portion thereof (See page 23 of this handbook for examples).

Enclose one copy of the DD 2624 in the waterproof mailer and insert the mailer in the shipping container. Once the shipping container is ready to be sealed the UPC shall seal all sides, edges, and flaps of the box with adhesive paper tape and then sign and date across the top and bottom of each shipping container. Insert the original DD 2624 in a sealed envelop and affix the envelop to the shipping container preferably on top or bottom **not on sides**).



The **second waterproof container** is the waterproof mailing pouch for the exterior. Address shipping label to appropriate NDSL (refer to page 29 for correct mailing addresses) and place on outside of waterproof mailing pouch.



**Single Absorbant pad
(to be used for single
bottles)**

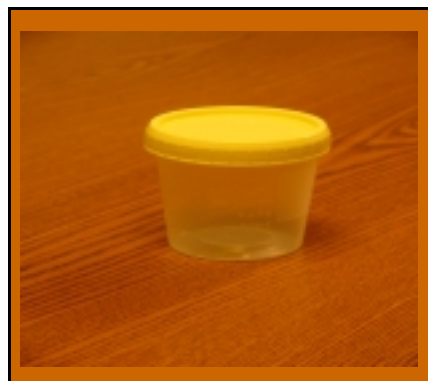


**Large Absorbant Pad
(to be used for every six
bottles or portion thereof)**



Standard urinalysis bottle

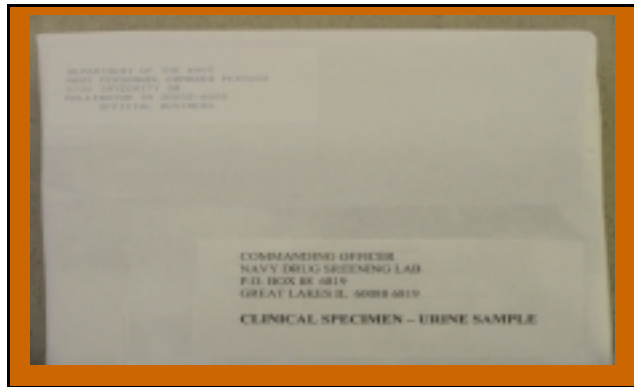
**Standard wide-mouth container
(optional for use by females, re-
quires transfer of urine to stan-
dard bottle)**



**See pages 32 and 33 of this handbook for stock numbers
and ordering information.**

U. S. Postal Regulations require each urinalysis specimen package being mailed be clearly marked on the address side with the following statement:

"CLINICAL SPECIMEN – URINE SAMPLE"



The urine samples should be transported to the appropriate NDSL by one of the following methods: [U.S. Mail \(1st class\)](#), [hand-carried to the laboratory](#), [certified or registered mail](#), [Federal Express](#), [UPS](#), [Air Mobility Command](#), [commercial U.S. airline](#) or [commercial foreign airline](#) (to be used only when no other means is available).

For commands who do not hand deliver urinalysis specimens, [First Class U.S. Mail is preferred method of delivery](#). Using certified or registered mail slows the process and should only be considered as a last resort.

"BEYOND A DOUBT" VIDEO

Navy has prepared this video to explain the urinalysis sample collection process and to assure service members that if they are drug free, their urine sample will be screened negative by NDSLs.

"Beyond A Doubt" is primarily a tour of one of Navy's drug screening laboratories. This video is designed to educate all service members about the correct sample preparation and packaging before the sample is sent to a Navy Drug Screening Laboratory and the security precautions present in all Navy Drug Screening Laboratories.

To obtain a copy of the "Beyond a Doubt" video
contact PERS-603 at
DSN: 882-4252 or commercial (901) 874-4252.
Inquiries can also be sent via e-mail to:
P603D@PERSNET.NAVY.MIL

DO'S AND DON'TS

DO

- Remember **every bottle of urine holds a sailor's career**, so treat it accordingly.
- Test with the idea that the **results will be used in a court-martial**.
- Use **officers/CPOs as coordinators/and E-6 and above as observers** whenever possible.
- Limit chain of custody -- use one-person control where practical.
- Limit time frame of collection by establishing a "testing window."
- Test smaller numbers of people more frequently.
- Use **NDSP**.
- Test coordinators/observers separately.
- Encourage command presence (CO, XO, CMC, DO) during collection for credibility.
- Plan the setup of your collection area -- keep unnecessary personnel in area to minimum; ensure adequate working area; have sufficient materials on hand before start of collection process.
- Review paperwork for errors -- use two-party check if possible.
- Ship samples as soon as possible after collection.
- Establish a policy for members who say they "can't go." It is recommended member be kept in controlled area and provided fluids until able to provide sample.
- Ensure shipment is in accordance with postal regulations.
- Ask members if they are taking any medication and record it on the ledger. This will help if the question arises on a positive result. To ensure confidentiality, if a member feels the medication/he she has been prescribed is personal, have the member annotate "SEE MEDICAL RECORD."

DO NOT:

- Don't let samples out of your control at any time.
- Don't clutter testing area with personnel not involved in the urinalysis proces. It is recommended the area being used for urinalysis collection is secured to all personnel not involved in that days collection.
- Don't use felt tip pens -- do use ballpoint pen or indelible ink pen.
- Don't announce test date early.
- Don't write information on labels from memory -- use preprinted forms.
- Don't send completed preprinted Specimen Custody Document until after any entries for samples not collected and shipped are lined through, initialed and dated.
- Don't rely on memory for label and documentation preparation. Use the guidance provided in [OPNAVINST 5350.4C](#) and this handbook.

The most common errors reported by NDSLs are:

- Method of shipment missing on custody document
- No premise code
- Member's name on Custody Document
- DD 2624 is photocopy
- UIC missing on Custody Document
- Message address on Custody Document incorrect
- Shipment date missing
- DD 2624 does not have Chain of Custody entries.

See Appendix 'H' for list of NDSL discrepancy codes.

STERIOD TESTING PROCEDURES

If a command has personnel suspected (without possession) of anabolic steroid use, the following actions should be taken:

(a) Conduct a fitness for duty physical examination by a physician to include the possible use of anabolic steroids.

(b) If the physical examination provides the opinion that use of anabolic steroids could exist, the command should then:

(1) Require the individual to provide a urine sample of 60 ml or more. The preferred collection premise is a Consent Test (VO). If the member refuses consent and the command Thinks there is sufficient probable cause to suspect anabolic steroid use, a Probable Cause (PO) test may be conducted. As a last option use Command Directed (CO) test premise.

(c) Collect the sample using the Specimen Custody Document form (DD Form 2624). Samples should be mailed via overnight express whenever possible. If overnight express is not available use First Class U.S. Mail. Ensure compliance with packaging procedures outlined in OPNAV 5350.4C.

(d) Contact PERS-603 for authorization number. DSN: 882-4240/4252/4400 or Commercial (901) 874-4240/4252/4400.

(e) Send sample to UCLA Analytical Lab with the DD 2624 and memo from CO or designated authority requesting sample be tested for steroids. Be sure to include PERS-603 authorization number (See Appendix 'I' for example of memo):

University of California, Los Angeles
Olympic Analytical laboratory
2122 Granville Ave
Los Angeles, CA 90025

DO NOT SEND A URINALYSIS SAMPLE FOR STEROID TESTING WITHOUT OBTAINING AUTHORIZATION NUMBER FROM PERS-603.

POINTS OF CONTACT

COMMANDER NAVY PERSONNEL COMMAND
 DRUG DETECTION DETERRENCE BRANCH (PERS-603)
 5720 INTEGRITY DR
 MILLINGTON TN 38055-6030

DSN: 882-4240/4252/4400
 COMMERCIAL: (901) 874-4240/4252/4400
 FAX: DSN: 882-2698 COMMERCIAL: (901) 874-2698

DRUG AND ALCOHOL PROGRAM MANAGEMENT ACTIVITY (DAPMA)
 DAPMA SAN DIEGO : COMMERCIAL: (619) 532-4964 DSN: 522-4934
 DAPAM NORFOLK: COMMERCIAL: (757) 444-8190 DSN: 564-8190

MAJOR CINC ALCOHOL AND DRUG CONTROL OFFICERS (ADCO):

COMMANDER IN CHIEF DSN: 836-3573
 US ATLANTIC FLEET CODE N12 COMMERCIAL: 757-322-35730
 NORFOLK VA 23511-6001 FAX: DSN: 836-1688

COMMANDER IN CHIEF DSN: 474-3456
 US PACIFIC FLEET CODE N162 COMMERCIAL: 808-474-3456
 PEARL HARBOR HI 96860 FAX: DSN: 474-7984

COMMANDER IN CHIEF DSN: 235-4887
 US NAVAL FORCES EUROPE COMMERCIAL: 011-44-71-514-4887
 LONDON ENGLAND FAX: COMM: 011-44-71-514-4602
 BOX 4
 FPO NEW YORK 09510

CHIEF OF NAVAL EDUCATION DSN: 922-4646
 AND TRAINING COMMERCIAL: 904-452-4646
 CODE N112 FAX: DSN: 922-3739
 NAVAL AIR STATION
 PENSACOLA FL 32508

COMMANDER DSN: 678-5306
 NAVAL RESERVE FORCE COMMERCIAL: 504-678-5306
 NEW ORLEANS, LA 70146-5046 FAX: DSN: 678-1340

NAVY DRUG SCREENING LABORATORIES

COMMANDING OFFICER DSN: 792-6862
NAVY DRUG SCREENING LABORATORY COMMERCIAL: (847) 688-6862
P.O. BOX 88 6819 FAX # (847) 688-5513
GREAT LAKES IL 60088-6819 NAVDRUGLAB GREAT LAKES IL

COMMANDING OFFICER DSN: 942-7755
NAVY DRUG SCREENING LABORATORY COMMERCIAL: (904) 542-7755
BOX 113, BLDG H-2033 FAX # (904) 542-7761
JACKSONVILLE FL 32212-0113 NAVDRUGLAB JACKSONVILLE FL

COMMANDING OFFICER DSN: 522-9372
NAVY DRUG SCREENING LABORATORY COMMERCIAL: (619) 532-9372
34425 FARENHOLT AVE FAX # (619) 532-7337
SUITE 40 NAVDRUGLAB SAN DIEGO CA
SAN DIEGO CA 92134-5298

NAVY DRUG SCREENING LABORATORY AREAS OF RESPONSIBILITY

NDSL GREAT LAKES: All activities assigned to [CNET](#), all [USMC](#) accession points as designated by CMC, and [all naval activities](#) located in the Great Lakes area.

NDSL JACKSONVILLE: Those units designated by [CINCLANTFLT](#), [CMC](#), or [CINCUSNAVEUR](#) and those undesignated units in geographic proximity.

NDSL SAN DIEGO: Those units designated by [CINCPACFLT](#) or [CMC](#), and those undesignated units in geographic proximity.

DRUG DETECTION WINDOWS

DRUG DETECTION WINDOWS

THC (MARIJUANA) 3-5 DAYS*

COCAINE 2-4 DAYS

AMPHETAMINES /
METHAMPHETAMINES 3 DAYS
(Ecstasy)

BARBITURATES 1-2 DAYS

OPIATES 1-2 DAYS

PCP 5-7 DAYS

LSD 1-2 DAYS

STEROIDS 3 DAYS OR LONGER**

*Longer than 5 days indicates chronic or heavy use.

**Length of detection determined by type and duration of use.

DoD DRUG CUTOFF LEVELS

<u>DRUG</u>	(GC/MS)	
	<u>SCREENING</u> <u>LEVEL</u> *	<u>CONFIRMATION</u> <u>LEVEL</u>
THC (MARIJUANA)	50 NG/ML	15 NG/ML
COCAINE	150 NG/ML	100 NG/ML
OPIATES:		
MORPHINE	2000 NG/ML	4000 NG/ML
CODEINE	2000 NG/ML	2000 NG/ML
HEROIN (6 MAM)	300 NG/ML	10 NG/NL
AMPHETAMINES	500 NG/ML	500 NG/ML
METHAMPHETAMINE	500 NG/ML	500 NG/ML
MDA/MDMA (Ecstasy)	500 NG/ML	500 NG/ML
BARBITURATES**	200 NG/ML	200 NG/ML
PCP	25 NG/ML	25 NG/ML
LSD	.5 NG/ML	0.2 NG/ML

*Nanograms per milliliter

** (Amobarbital, Butalbital, Pentobarbital and Secobarbital)

The Olympus AU-800 Automated Chemistry Analyzer is used to perform the screening test except for LSD where screening is performed by radioimmunoassay (RIA). The gas chromatography/mass spectrometry (GC/MS) test is a separate test to confirm the presence of a drug in a sample. The screening test detects a class of drugs. The GC/MS test detects a specific drug or metabolite of a drug.

NDSLs conduct an initial screening test on all specimens. Negative specimens are discarded. If a sample screens positive during the initial screening it is then tested a second time. If the sample screens negative during the second screening it is discarded. If the sample screens positive a second time it is considered a "presumptive positive." All "presumptive positive" specimens undergo a GC/MS confirmation test. All three tests must be positive above the established DoD cut-off level before a specimen is reported as positive to a command.

SUPPLY INFORMATION

TAMPER-RESISTANT TAPE

TIME MEDICAL LABELING SYSTEM Toll Free: 800-323-4840
 144 Tower Drive (in CA) 800-382-3371
 Burr Ridge, IL 60521

Cost: \$17.81 per 1000 strips of tape

Unit of issue: Pad (500 strips per pad)

Minimum Order Limitation: \$50.00 (3000 = \$54.43)

GSA Contract Number: GS-02F-48169

Product Number TRL-2N

SHIPPING BOXES

<u>Stock number</u>	<u>Qty</u>	<u>Price</u>	<u>Size</u>	<u>Shipment size</u>
6640-00-165-5778	10	\$12.9	8"x3.5 2"x6"	12 bottles
6530-00-837-7472	(wide-mouth bottle)			
(*) 8115-00-290-3365	25	\$3.46	8"x4"x4"	for 6 bottles
(*) 8115-00-290-5494	25	\$4.35	8"x5"x4.5"	for 9 bottles
(*) Does not include bottles or divider				

SECONDARY CONTAINER BAGS

<u>Stock Number</u>	<u>Size</u>	<u>Use</u>
6530-01-307-5431	Bag, specimen 5" x 6"	Single bottle bag
6530-01-307-5430	Bag, specimen 4" x 6.5"	Single bottle bag
6530-01-304-9762	Mailing pouch 10.5" x 15"	12 bottle mailing bag

SECONDARY CONTAINER ABSORBENT PADS

<u>Stock Number</u>	<u>Size</u>	<u>Use</u>
6530-01-307-7434	Pouch, liquid absorbent 1.25" x 1.25" absorbent	Single bottle
6530-01-307-7433	Pouch, liquid absorbent 2.5" x 3" absorbent	Single bottle
6530-01-304-9754	Pouch, liquid absorbent 5" x 5" pouch absorbent	Single or mailing

LABELS

7530-01-336-0540	Label, Avery 5163 2" x 4"	Specimen Container
7530-01-304-9751	Label	Specimen Container

UPC COLLECTION CHECKLIST

- ___ Determine who will be tested.
- ___ Establish adequate location.
- ___ Brief observers and instruct administrative assistants, where applicable.
- ___ Prepare bottle labels
- ___ Prepare urinalysis ledger
- ___ Assign a batch number for each box.
- ___ Announce test and personnel selected to be tested.
- ___ Assemble members being tested.
- ___ Verify positive ID of member being tested.
- ___ Have member verify bottle is empty and clean.
- ___ Complete ledger entry for individual.
- ___ Each sample is provided under direct observation. If member is unable to provide sample, refer to [OPNAVINST 5350.4C](#). un-
- ___ Ensure bottle contains at least 30 milliliters of urine.
- ___ Attach label to bottle. (This can be done either before or after the bottle is given to member.)
- ___ Member verifies his/her data on specimen bottle label and initials bottle label in space provided.
- ___ Member initials bottle label in space provided and turns sample over to coordinator.
- ___ Ensure bottle cap is on firmly. Do not over-tighten.
- ___ Inspect sample for color and feel bottle for

Appendix C

- ___ Inspect sample for color and feel bottle for temperature. If sample looks adulterated shake bottle to inspect for excessive foaming.
- ___ Initial bottle label.
- ___ Apply tamper-resistant tape.
- ___ Ensure member verifies information and signs ledger.
- ___ Observer signs ledger verifying direct observation procedures.
- ___ Maintain control of all samples or complete proper transfer of custody in block 12 of the Specimen Custody Document (DD 2624).
- ___ Continue collection until all samples are collected.
- ___ Ensure Specimen Custody Document (see Appendix 'C') is properly completed.
- ___ Verify social security numbers on bottle labels match Specimen Custody Document (DD 2624).
- ___ Only those premises listed in enclosure (2) of [OPNAVINST 5350.4C](#) will be used on Specimen Custody Document (DD 2624).
- ___ Pack bottles in accordance with [OPNAVINST 5350.4C](#), ensuring compliance with postal regulations for two waterproof seals.
- ___ Place [copy](#) of Specimen Custody Document (DD 2624) in water proof package in box.
- ___ Seal box with packaging ~~tape--DO NOT USE MASKING TAPE, DUCT, SCOTCH, OR STRAPPING TAPE.~~
- ___ Sign name and date across top and bottom of tape.
- ___ Attach [original](#) copy of Specimen Custody Document (DD 2624) securely to outside of box in packing slip envelope.
- ___ Wrap shipping container using exterior waterproof sealer and place NDSL address on top of box (bottles upright inside).
- ___ Mail or hand-carry samples to appropriate NDSL.

BOTTLE LABEL

TAPE HERE	TAPE HERE	TAPE HERE	TAPE HERE
PO 0007 004	PO 0007 003	PO 0007 002	PO 0007 001
385-89-3859	385-39-409	200-27-429	987-65-4321
20010926	20010926	20010926	20010926
UIC 00015 UPC _____ SM _____	UIC 00015 UPC _____ SM _____	UIC 00015 UPC _____ SM _____	UIC 00015 UPC _____ SM _____
TAPE HERE	TAPE HERE	TAPE HERE	TAPE HERE

First Line:

PREMISE CODE: Only authorized premise codes can be used.

BATCH: BATCH NUMBER (Same as block 5 on DD 2624)

SPEC: SPECIMEN NUMBER (Same as block 7 on DD 2624)

Second Line:

SSN: INDIVIDUAL'S SOCIAL SECURITY NUMBER

Third Line:

DATE: DATE SAMPLE COLLECTED (YYYY/MM/DD)

UIC: Command 5-digit Unit Identification Code

UPC: UPC'S INITIALS

SM: MEMBER'S INITIALS

SAMPLE**URINALYSIS OBSERVER BRIEFING SHEET**

Your responsibilities as Urinalysis Observer are set forth in the OPNAVINST 5350.4C and reemphasized below to ensure every urinalysis sample is provided under the direct observation of a member of the same gender.

1. The observer will:

Observer
Initials

- never lose sight of the sample bottle once the member takes possession of the sample bottle _____
- never take possession of the sample bottle _____
- watch the urine leave the body and enter the bottle _____
- for male observers, stand at a 90 degree angle _____
- for female observers, stand at front of open stall door _____
- female observer must observe members transferring urine from wide-mouth bottle into standard urine sample bottle _____
- observe member tightening bottle cap _____
- ensure a minimum 30 ml is provided _____

Observer signature

date_____

UPC signature

date_____

SAMPLE REQUEST FOR STEROID TEST

From: Command
To: UCLA Olympic Laboratory

Ref: (a) Telcon PERS 603 / LT Jones/USS HOWARD Legal Officer
of 21 JUL 99

Encl: (1) Specimen Custody Document (DD Form 2624)

Subj: Steroid Urinalysis ICO Specimen Number xxx, SSN 111-11-
1111

1. Request steroid test be conducted ICO subject urine sample.
PERS-603 authorization number is XXXXXX.

2. Command POC is LT Jones DSN: 555-5555.

A. B. SEE
By direction

urinalysis collection.

AUTHORIZED PREMISE CODES

There are 11 premise codes authorized for use. Those 11 codes are separated into different types

THE FIRST TYPE IS INSPECTION/SEARCH AND SEIZURE. They include Random (IR), Unit Sweep (IU), Inspection Generic (IO) which must be authorized by Pers-60, Members Consent (VO), and Probable Cause (PO).

THE SECOND IS COMMAND AND SERVICE DIRECTED. They include Physician/Medical Directed (MO), Command Directed (CO), Safety/Mishap (AO), Rehabilitation Facility and Navy Drug Screening Lab Staff (RO), Other (OO), and New Entrant (NO).

The main difference between the two types is that the Inspection/Search and Seizure codes can be used for **discipline, characterization of service and administrative separation processing.** The Command and Service Directed can only be used for **administrative separation (ADSEP) processing.**

Random Sample (IR) is the random selection of individual(s) from an entire command. Each individual must have an equal chance of selection.

Unit Sweep (IU) is the selection of a whole command or an identifiable segment within the command (i.e. paygrade, division, department).

Inspection Generic (IO) is only used when authorized by Pers-60.

Consent Test (VO) to be used when there is reason to believe an incident of drug abuse has occurred - an individual is asked to consent to a urinalysis.

Probable Cause (PO) to be used when there is reason to believe an incident of drug abuse has occurred and an individual refuses to consent. It is recommended the command Legal Officer or local Navy Legal Service Office concur with circumstances that warrant probable cause.

Each of these premises can be used for both disciplinary and ADSEP processing.

In any case other than Random and Unit Sweep premises, be sure to follow the following steps: **first ask member for Consent (VO); if member refuses, check with your Legal Department to see if circumstances warrant Probable Cause (PO).**

The reason for this is these premises can be used for both **disciplinary and administrative purposes.** All too often a UPC will automatically use the Command Directed (CO) premise which **cannot** be used for **discipline.** Using the wrong premise code can frustrate Cos/Xos to the point they are dissatisfied with the Urinalysis Program Coordinator.

UPC INSTRUCTIONS AND DIRECTIVES

	<u>Date Issued</u>
Navy Drug and Alcohol Abuse Prevention and Control OPNAVINST 5350.4C Change 1: 19 April 2000	29 June 1999,
Military Substance Abuse Prevention and Control SECNAVINST 5300.28	24 March 1999
Military Personnel Drug Abuse Testing Program DOD Directive 1010.1	09 December 1994
Technical Procedures for the Military Personnel Drug Abuse Testing Program DOD Instruction 1010.16	09 December 1994

To procure a copy of these instructions/directives, the following info is provided:

Log on PERS-6 website: <http://navdweb.spawar.navy.mil> and click on the Publications icon.

DoD Instructions and publications may be obtained from PERS-6 website or by logging on the following DoD website: <http://www.dtic.mil/whs/directives>

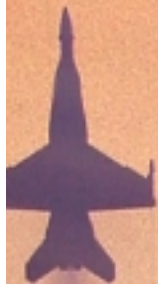
Electronic copies of the above listed instructions/directives may also be obtained by contacting PERS-603:

DSN: 882 4252/4240
COMM: 901.874.4252/4240
E-MAIL: p603d@persnet.navy.mil
p603c@persnet.navy.mil

NDSL SUMMARY DISCREPANCY CODE LIST

BC SPECIMEN LEAKED IN SHIPMENT, QUANTITY NOT SUFFICIENT TO TEST
BH BOTTLE SENT FOR TESTING
BK SPECIMEN LEAKED IN SHIPMENT, TESTED
BL BOTTLE RECD WITH BROKEN SEAL AND NO EXPLANATION, TESTED
BM BOTTLE RECEIVED WITHOUT SEAL AND NO EXPLANATION, TESTED
BO BOTTLE RECEIVED DOUBLE TAPED AND NO EXPLANATION, TESTED
BR BOTTLE IS DAMAGED, TESTED
BZ BOTTLE: OTHER
FA BASE/AREA CODE IS MISSING
FD UNIT IDENTIFICATION CODE/RUC IS MISSING/INCORRECT
FE MESSAGE ADDRESS (PLA) IS MISSING/INCORRECT
FF DOCUMENT/BATCH NUMBER IS MISSING
FG DATE SPECIMEN COLLECTED IS MISSING
FH DATE SPECIMEN COLLECTED DOES NOT AGREE
FJ DATA IN BLOCK 9 AND/OR BLOCK 10 INVALID
FK FORM OTHER THAN DD FORM 2624 RECEIVED
FT SSN ON DD FORM 2624 MISSING/ILLEGIBLE/INCOMPLETE, TESTED
FV SSN ON DD FORM 2624 NOT FORENSICALLY CORRECTED, TESTED
FW BLOCK H(1) AND (2) RESERVED FOR DRUG LAB USE ONLY
FX SHIPMENT DATE IS MISSING/NOT CORRECT
FY MEANS OF SHIPMENT IS INCORRECT
FZ MEANS OF SHIPMENT IS MISSING ON CHAIN OF CUSTODY
GA RELEASER'S NAME/SIGNATURE/DATE MISSING ON CHAIN OF CUSTODY
GC SPECIMEN NUMBER MISSING/ILLEGIBLE/INCOMPLETE TESTED
GE DD FORM 2624 IS A PHOTOCOPY - TESTED
GG DD FORM 2624 LISTED SPECIMEN, NO BOTTLE RECEIVED
GH UNIQUE CMD BATCH NBR MUST BE USED FOR EVERY 12 SAMPLES
GI NO DD FORM 2624 RECEIVED, TESTED
GL DD FORM 2624 DOES NOT HAVE CHAIN OF CUSTODY ENTRIES, TESTED
GM SPECIMEN BOTT RECEIVED SEPARATE FROM DD FORM 2624, TESTED
GN SPEC BOTT PRESENT NOT RECORDED ON DD FORM 2624, TESTED
GP SERVICE MEMBERS NAME ON CUSTODY OR OTHER DOCUMENT, TESTED
GV POOR COPIES OF FORM 2624/5350 RECEIVED
GW BLOCK 9 NO ENTRY, TESTED
LF DATE MISSING
LG DATE SPECIMEN COLLECTED IS NOT CORRECT
LU BATCH/SPECIMEN# NOT-MATCHING/MISSING/ILLEGIBLE, TESTED
LW NO SSN ON LABEL - TESTED
LY SSN ON LABEL NOT FORENSICALLY CORRECTED, TESTED
MG SSN ON BOTTLE DOES NOT MATCH SSN ON DD FORM 2624, TESTED
OI SERVICE MEMBERS NAME RECEIVED ON THE BOTTLE-TESTED
PD NO SIGNATURE ON PACKAGE, TESTED
PF SHIPPING CONTAINER RECEIVED W/NO OR BROKEN SEAL-TESTED
PH LEAKAGE NOTED
PZ PACKAGE: OTHER
SB SPECIMEN APPEARS TO BE ADULTERATED, SPECIMEN TESTED
SC QUANTITY NOT SUFFICIENT TO TEST

THIS AIRPORT...



...IS DRUG FREE!